



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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GOVERNOR

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SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**FISCAL YEAR 2012  
CHILD AND ADULT CARE FOOD PROGRAM  
FAMILY DAY CARE SPONSOR MEMORANDUM #19**

**TO:** Family Day Care Home Sponsors

**FROM:** Kyle L. Guerrant, Director  
Office of School Support Services

**DATE:** July 25, 2012

**SUBJECT: Income Eligibility Forms and Provider/Parent Letters**

Attached are copies of the Provider and Household Income Eligibility Statements, letters, and instructions for the period beginning July 1, 2012, through and including June 30, 2013. A chart listing the income eligibility guidelines is also attached.

The Child Enrollment form is also attached for your convenience. Enrollment information must be collected or updated annually for participating children.

Use the attached Household and Provider Income Eligibility Statements and Letters (dated 7/12 in the bottom left hand corner) for families and providers applying for Tier 1 benefits beginning July 1, 2012.

Before you print...

- Insert the sponsor's name, address, and telephone number at the top of the Parent/Guardian and Provider Letters and the Household, Provider, Foster Child Income Eligibility Statements;
- Do not make any changes to the letters or statements. Federal regulations and policies require the items and language that are used.

**Miscellaneous Note**

Federal law prohibits the Category A income eligibility guidelines from being printed on the parent/guardian/provider letters and statements.

### **Approving Statements**

The family day care home sponsor is responsible for determining the eligibility for Tier 1 benefits of each statement. The person who makes this determination must:

- Starting July 1, 2012, through June 30, 2013, use the attached income eligibility guidelines
- Review each statement for completeness
- If applicable, review documentation to support income reported on the Provider Income Eligibility Statement
- Using the information reported on the statements, approve or deny eligibility for Tier 1 benefits
- Sign and date the statement to certify that the applicant is eligible for Tier 1 benefits

### **Record Retention**

All Household and Provider Income Eligibility Statements collected and approved or denied by the institution must be retained for three years after the end of the fiscal year to which they pertain, or if an audit is outstanding, until the audit is closed.

These forms are also available on the Michigan Department of Education Child and Adult Care Food Program (CACFP) website at [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp) under Forms & Instructions, Family Day Care Home Sponsors. Please contact our office at (517) 373-7391 if you have any questions.

Attachments :

[Provider Income Eligibility Statement](#)

[Instructions for FDCH Sponsors – Provider Income Eligibility Statement](#)

[Instructions for Providers – Provider Income Eligibility Statement](#)

[Provider Letter](#)

[FDCH Household Income Eligibility Statement](#)

[Instructions for FDCH Sponsors – Household Income Eligibility Statement](#)

[Instructions for FDCH Parents/Guardians – Household Income Eligibility Statement](#)

[FDCH Parent/Guardian Letter](#)

[Categorically Eligible Programs List](#)

[Income Eligibility Guidelines](#)

[Child Enrollment Form](#)